

INSTRUCTIONS FOR EMPLOYMENT IV APPLICANTS (1)

NO INTERVIEW WILL BE CONDUCTED WITHOUT SCHEDULED APPOINTMENT

Please **do not** send **any** documents to the Immigrant Visa Unit before your interview date.

On the day of the interview, place the required forms and documents in the exact order as indicated below; separate set, also in the correct order, should be prepared if there is more than one beneficiary. **Documents in languages other than English must be accompanied by an English translation.**

The Immigration Visa Unit does not discuss whether or not a visa will be issued and you should **NOT** give up your job, dispose of property, or make any final travel arrangements until a visa is actually issued to you. You will be informed at the conclusion of the interview when your visa will be ready.

1. The beneficiary/beneficiaries must appear at the Embassy for the interview.
2. **3 Recent front-view color photographs** with a white background for each beneficiary, regardless of age, size 5 cm x cm.
3. **Passport** (must have at least six months validity). For each beneficiary, original + photocopy of the biographic data page.
4. **Online Electronic Form DS-260:**
http://travel.state.gov/visa/immigrants/info/info_5164.html
5. **Birth certificate** – original & photocopy (*for each beneficiary*).
6. **Marriage certificate**/divorce decree/annulment of previous marriage/death certificate of previous spouse(s) if any – original & photocopy.
7. **Military record** – original & photocopy (*for each beneficiary*) if any.
8. **Supporting documents:** Job offer/contract (if required) & visa screen (for nurses only) – original & photocopy.
1. **Police clearance certificates:** All immigrant visa applicants age 18 and over are required to present a police clearance certificate (original & photocopy) from the country of their current residence (KUWAIT), if residence in this country exceeds six months. All immigrant visa applicants age 16 and over are also required to present police clearance certificates from countries of their previous residence, if residence there exceeded one year.

NBI: Immigrants visa applicants 16 years and over are required to furnish certificates issued by the National Bureau of Investigation (NBI). The green NBI certificate annotated for travel abroad is the correct certificate. Other colors are for local use only. Foreign-born applicants who have resided in the Philippines for six months or more may be issued NBI clearances upon application either in person or by mail. Applicants should send requests for certificates together with certified checks or money orders for the fees and postage to the Philippine National Bureau of Investigation, Taft Avenue, Metro Manila, Philippines. The NBI has its own fingerprint charts and personal data forms that it will send to the requesting applicant for

execution. Most applicants abroad find it more expeditious to have a relative or friend in the Philippines assist them in obtaining their certificates from the NBI. The applicant may also submit a copy of a prior NBI clearance to facilitate the processing of a new clearance.

For police clearance from other countries, please check the attachments of our e-mail & http://www.travel.state.gov/visa/fees/fees_3272.html

Provide photocopies of all the original documents, if you fail to do so, you will be charged \$1 or KD0.300 cash per copy (**do not make copies of the forms provided to you by the Immigrant Visa Unit.**

2. **Notice of duty to register with U.S. selective service system.** (Only if you are a man and are between 18 & 26 years old.

<http://santodomingo.usembassy.gov/root/pdfs/ds-1810-e.pdf>

3. **Fee \$345.00 or KD110.400 cash & exact change per person** (fee is non-refundable).

4. **Medical report** for each beneficiary, regardless of age, from one of the following Panel Physicians:

Dr. Riyadh Saud Al Nafisi
Medical Consultation Center
Maidan Hawalli, Opposite 4th Ring Road
Abdullah Al Fadal St.
Tel: 2565-1544 or 2565-1455

Dr. Sulaiman F. Al-Ali
Commercial Medical Centre
Al-Jabriya – Block 3A, St. # 104
Bldg. # 9, 2nd floor, clinic 6
Tel: 2533-8266 / 2533- 8277

Processing will take approximately one to two weeks. An authorized employee of the American Embassy will collect all medical reports. It is not necessary to call the Embassy to check on the arrival of your medical report. Your interview will be conducted even if the medical report has been not received.

Do not make online appointment.

On the day of your interview, all applicants should submit a photo identification card in exchange for a Consular Affairs visitor badge.